

JOB DESCRIPTION

JOB TITLE: Associate Director

EMPLOYEE CLASSIFICATION: Exempt, paid time-off

WORK SCHEDULE: Varies - Monday-Friday, 8:30 a.m. – 5:30 p.m. Occasional weekends and evenings may be required.

REPORTS TO: EXECUTIVE DIRECTOR

JOB SUMMARY: Reporting to the Executive Director, this senior position provides active leadership in the Museum's administration in accordance with its educational mission and objectives, including overall management and short and long-term strategic planning. The Associate Director is responsible for the overall Museum operations, nurturing a cooperative and professional work environment, ensuring safety, security, and financial integrity of all operational functions of the Museum, including communications; facility management; safety and security; information technology; and the overall guest experience. The Associate Director works collaboratively with the entire management team and participates in fundraising activities, cultivates relationships with community members, and, actively promotes the mission of the Flint Children's Museum ("FCM") to inspire a lifelong love for learning through the power of play.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops and maintains policies and procedures to ensure successful implementation and compliance.
2. Manages the facility and building requirements, including custodial services, necessary building repairs, and rentals.
3. Oversees Gift Shop operations; ensures proper inventory controls and positive net profit from sales.
4. Provides input to the Executive Director to ensure fiscal year positive or net zero income.
5. Manages accounts payable and receivable with assistance from Bookkeeper; ensures all invoices and receivables are processed in a timely manner.
6. Monitors FCM's monthly visitor statistics and zip code collection, analyzes admission trends for children, adults, members, birthday parties, and new visitors.
7. In collaboration with the Museum Educator, strives to increase and maintain attendance levels, develops promotions and/or incentives to drive visitor traffic as appropriate.
8. Ensures appropriate and effective human resource procedures with oversight by the Executive Director and Board of Directors.
9. Develops Visitor Service Associate ("VSA") staff schedule(s), hires, evaluates, and terminates as appropriate in accordance with the FCM employee handbook and established human resources practices and procedures in compliance with all applicable employment laws.

1602 W. University Ave.  Flint, MI 48504  810-767-5437

www.flintchildrensmuseum.org

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10. Responsible for oversight of social media, print media, promotional content, coupons, discounts, and partnership offers.
11. Supervises on-site management of day-to-day logistics for groups, rentals, and general visitors.
12. Creates and negotiates contracts on behalf of FCM, in collaboration with the Executive Director and legal counsel as appropriate.
13. Works in partnership with the Director of Development to organize membership, fundraising, and cultivation event(s).
14. Maintains a positive and professional working relationship with community partners to promote the FCM.
15. Ensures efficiency in the daily operations on the FCM's exhibit floor, including guest services, front desk procedures/processes, and Museum cleanliness.
16. Responsible for maintaining adequate inventory of operational supplies.
17. Identifies and initiates methods to improve and streamline the FCM's processes through information technology (IT). Serves as the liaison to IT specialists and/or vendors to maintain, advance, and/or expand internal processes and technology. Troubleshoots minor technological issues as necessary.
18. Supports a dynamic, playful, comfortable, and accessible educational environment.
19. Serves as a member of the Management Team and actively contributes to annual plans to achieve operational goals.
20. Attends events and programs as a representative of FCM.
21. Consistently works in a positive and cooperative manner with all staff and promptly responds to visitor needs.
22. Maintains a safe environment by following and enforcing FCM's standards and policies.
23. Participates in regularly scheduled staff meetings and ongoing trainings.
24. Remains current with FCM's policies, standards, and communications.
25. Performs additional tasks as assigned by the Executive Director.

QUALIFICATIONS:

1. Bachelors degree or higher in business administration, public administration, marketing/communications, or related field.
2. Minimum three years in nonprofit or business administration.
3. Broadly based financial, supervisory, and operational skills with a successful track record of progressive financial management experience.
4. Experience with strategic planning, human resources, and risk management principles in a museum environment or arts/education administration.
5. Ability to provide leadership, vision and coordination in overall management of museum operations.
6. Experience in managing staff and proven ability to lead and supervise personnel with a professional approach to museum operations.
7. Ability to prepare and present understandable and informative reports to the Executive Director, Board of Directors, and relevant committees.
8. Experience reviewing contracts and other legal documents; ability to involve and manage outside counsel and consultants as needed.
9. Experience in a nonprofit cultural organization, education, or the arts.
10. High energy leadership, flexibility, intellectual curiosity, and openness in working with a wide range of staff in a fast paced environment.



11. Intermediate computer skills with the ability to troubleshoot and work through information technology requirements.
12. Must be able to prioritize and plan activities in a timely manner.
13. Ability to adapt to changes in the work environment and balance competing demands.
14. Flexibility and reliability to work occasional evenings, weekends, and special events.
15. Discretion, confidentiality, professionalism, and commitment to excellence.

PHYSICAL DEMANDS

1. Work is performed in an office environment and out of doors (up to 20%).
2. Must be able to climb, bend, stoop and reach.
3. Must be able to walk and/or stand for long periods.
4. Working in confined spaces is sometimes required.
5. Must be able to push, pull or lift at least 25 pounds.
6. Must be able to read and write various forms of material and recognize symbols and colors.

SUPERVISORY RESPONSIBILITIES

Yes.

Interested candidates please email cover letter and resume to KRoddy@flintchildrensmuseum.org No phone calls please.

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